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UNDER SECRETARY OF STATE
FOR MANAGEMENT
WASHINGTON

1980 DEC 17 AM 11 10

December 16, 1980

CODE I
CODE IV
RF(rs)

TO: All Ambassadors-at-Large
All Assistant Secretaries
The Legal Advisor
The United States Representative to the Organization of American States
The Chief of Protocol
The Special Representative of the President for Middle East Peace Negotiations
The Special Advisor to the Secretary for Soviet Affairs
The Deputy Representative of the President for the Law of the Sea Negotiations
The Director, Office for Combatting Terrorism
The Coordinator for Population Affairs
The Deputy Assistant Secretary for Oceans and Fisheries Affairs

FROM: M - Ben H. Read BHR

SUBJECT: Letter of Resignation

Further to my memorandum of November 10 on this subject, the White House has requested that those Presidential appointees who are planning to resign before January 20 submit their letters of resignation before December 22 in order that they may be appropriately acknowledged by President Carter with a letter of appreciation for the appointee's service and accomplishments.

Accordingly, if you plan a departure to take place during this Administration, prompt receipt of your letter of resignation and covering letter would be appreciated.

DEPARTMENT OF STATE A/CDC/MR
REVIEWED BY Doolle DATE 5/6/85
RDS☐or XDS☐EXT. DATE
TS AUTH. REASON(S)
ENDORSE EXISTING MARKINGS ☐
DECLASSIFIED☐ RELEASABLE☒
RELEASE DENIED☐
PA or FOI EXEMPTIONS

DEPARTMENT OF STATE

Post Inventory

TYPE OF POST	AF	NEA	EA	ARA	EUR	TOTAL
1980						
Embassies:						
Class 1	1	4	4	2	7	18
Class 2	3	2	3	2	6	16
Class 3	7	6	2	5	6	26
Class 4	31	10	5	16	11	73
Total Embassies	42	22	14	25	30	133
U.S. Interest Section	---	1	---	1	---	2
Consulate General	4	10	8	11	34	67
Consulates	3	2	9	12	8	34
Liaison Offices	---	---	1	---	---	1
Embassy Branch Office	---	2	---	---	---	2
Consular Agencies	---	3	3	17	6	29
Missions	---	---	---	---	4	4
Total	49	40	35	66	82	272
1981						
Embassies:						
Class 1	1	4	4	2	7	18
Class 2	3	2	3	2	6	16
Class 3	7	6	2	5	6	26
Class 4	32	10	5	17	11	75
Total Embassies	43	22	14	26	30	135
U S. Interest Section	---	1	---	1	---	2
Consulate General	4	10	8	10	34	66
Consulates	3	2	9	12	8	34
Liaison Offices	---	---	1	---	---	1
Embassy Branch Office	---	2	---	---	---	2
Consular Agencies	---	3	4	17	10	34
Missions	---	---	---	---	4	4
Total	50	40	36	66	86	278